

July 14, 2019

Joe,

I have been advised that a reduction in work hours may be helpful towards my overall health.

In that regard I am proposing to you that I relinquish my duties as Chief of Staff and undertake the responsibilities as district liaison for The Roads and Silver Bluff neighborhoods. I would also remain as the Miami Marlins liaison. I will be working closely with Katie Gant, Beba Mann and Elisa Padilla or Alfie Mesa respectively.

My duties will require me to monitor pertinent e-mails and follow-up on any issues or concerns in these areas. I would be present at any meetings that directly involve these areas including traffic calming, storm drainage, park design and neighborhood gatherings.

My work hours will be reduced to 15 hours per work week. I will not be utilizing the office complex other than the conference room for meetings should circumstances dictate.

If this work proposal meets with your approval, I will begin in this new role effective Monday, August 5th and we can reevaluate this work configuration in six months. Should you not be comfortable with this arrangement please advise me prior to August 5th so I can plan accordingly.

Richie